

**COMMONWEALTH OF VIRGINIA  
WORKFORCE INVESTMENT ACT  
VIRGINIA EMPLOYMENT COMMISSION**

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**FIELD GUIDANCE MEMORANDUM #03-03**

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**TO:** LOCAL WORKFORCE INVESTMENT BOARDS

**FROM:** WIA DIVISION

**SUBJECT:** REGISTRATION AND PROGRAM EXIT

**DATE:** APRIL 1, 2003

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The Department of Labor has developed guidance on issues regarding registration and program exit. Both of these terms are integral to the performance measurement system that is a part of the Workforce Investment Act (WIA).

In order for WIA customers to be counted in sixteen of the performance measures they must be registered. Program exit is required for fifteen of the seventeen measures. For purposes of performance, the employer customer satisfaction measure does not require registration. Additionally, the youth skill attainment rate and the employer customer satisfaction survey do not require program exit.

In the instructions to the WIA title IB Standardized Record Data (WIASRD), registration is defined as the process for collecting information to support a determination of eligibility. Adults and dislocated workers funded under title I, other than for purposes of self-service or informational activities, must be registered and determined eligible. However, all youth participants must be registered to receive any youth services.